

CENTRAL RECORD BRANCH



కేంద్రీయ దస్త్ర
భండాగారం

SECRETARIAT OFFICE MANUAL SERIES

CENTRAL RECORD BRANCH

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1 WHAT IS CENTRAL RECORD BRANCH (CRB)

1.1 General

- (1) Central Record Branch(CRB) is the repository for the current non-confidential records of all Departments of the Secretariat except the Legislature Secretariat.
- (2) CRB is under the immediate control of an Assistant Secretary in Political Wing.
 - (i) The CRB is headed by a Section Officer.
 - (ii) The records in CRB are distributed in blocks each of which is in the charge of a Record Assistant.

1.2 Functions

- (1) Receive Records
 - (i) Receive and store records transferred by the Departments of the Secretariat.
 - (ii) Stitch new Government Orders, Letters, Endorsements and Lodged papers sent to the Branch from time to time.
- (2) Supply Records
 - (i) Supply records specifically stated in the requisitions.
- (3) Maintain Records
 - (i) Sort originals and spare copies of proceedings, etc., sent or returned by the departments and place them in or restoring them to their proper places.
 - (ii) Maintain register of records and volumes sent out and returned.
 - (iii) Send monthly reminders for the return of records issued more than three months ago.
 - (iv) Furnish to the departments every fortnight, a list of Government Orders where more than 14 days has lapsed since the due date for return.
 - (v) Keep the bundles and volumes arranged neatly and methodically on the racks.
- (4) Destroy weeded out records
- (5) Annually transfer records to the Andhra Pradesh State Archives.
- (6) Maintain Record Space
 - (i) Clean and dust racks, and examine the records in order to protect them from damage by white-ants.
 - (ii) Label and varnish record boards.
 - (iii) Keep the record rooms tidy and in good condition.

1.3 Working hours

Working days	Same as office timings, and one hour beyond the closing time of office. Record Assistant to be deployed on turn duty during the one hour.
Holidays under Negotiable Instruments Act, 1881	No turn duty.
Other holidays	Same timings as those on working days. Record Assistant to be deployed on turn duty.

1.4 Custody of records

1.4.1 Role of SO, CRB

- (1) The Branch is under his/her immediate supervision.
- (2) Entrust charge of each block in CRB to one Record Assistant.
- (3) Maintain the records properly and transact business expeditiously.
- (4) Periodically inspect the registers maintained by the Record Assistants in order to ensure that they are properly maintained.

1.4.2 Role of SO, section concerned for opening CRB after closing for the day

- (1) Obtain the sealed cover from the guard room and open the premises in the presence of Watch and Ward staff on duty. If an access control system with audit trail is in place, presence of Watch and Ward staff is not required.
- (2) After the paper required had been taken, send a requisition slip in the e-office to the SO, CRB containing the particulars of the paper taken.
- (3) Lock the rooms and return the key to the guard from whom it is received in the same cover re-sealed with signature on the cover.
- (4) Don't resort to this procedure except in grave cases of urgency, the nature of which should be indicated in the requisition slip.

1.4.3 Role of Record Assistant, CRB

- (1) In-charge of a block in the Record Room.
- (2) Maintain the records properly and transact business expeditiously in your block.
- (3) Supervise the work of Record Clerks under you.
- (4) See that records are neatly and methodically arranged and the rooms kept tidy.
- (5) Every morning keep open all the doors and windows to admit light and air.
- (6) Promptly attend to requisitions for records
- (7) Maintain necessary register showing the records sent out and returned.
- (8) Take out from the bundles the records requisitioned for by the Departments of Secretariat.
- (9) Label and varnish record boards according to the special process of varnishing adopted in the Andhra Pradesh State Archives.

1.4.4 Role of Record Assistant while closing

- (1) After CRB is closed and locked for the day, put the keys in a cover, seal, sign and handover to duty officer present on duty in the guard room.
- (2) While on holiday turn duty take the keys from the duty officer on duty in the guard room.

1.4.5 Role of CRB in-charge

- (1) Deliver records promptly and in-person to the ASO/ SO of the Departments of Secretariat concerned.
- (2) Acknowledge the requisitions and also take acknowledgement for the receipt of the records from the SO/ASO of sections concerned.
- (3) Sort the requisitions and hand over to the respective Record Assistants.

1.4.6 Role of AS, GAD while inspecting CRB

- (1) Make a detailed inspection of CRB in the months of May and November each year and at other times, if necessary.
- (2) Ensure that the records are being taken proper care of.

- (3) Submit a report to the Secretary (Poll.) on the state of the records containing following check list.
- ☐ Steps have been taken to remedy the defects noticed in last inspection.
 - ☐ Room is in good condition.
 - ☐ Protection from white ants is done.
 - ☐ Cleanliness maintained.
 - ☐ Entry at all points secured.
 - ☐ Lighting is sufficient.
 - ☐ Records are methodically arranged.
 - ☐ Rules regarding issue and return of records are strictly observed.
 - ☐ Old records are periodically destroyed.
 - ☐ Statement of records destroyed during the half-year prepared (only number of papers/ bundles destroyed with brief description- no detailed listing necessary).
- Condition of the records (state clearly and concisely):

1.5 Maintenance of CRB space

1.5.1 Lights in record rooms

- (1) Don't allow lights other than electric lights in the record rooms.
- (2) Smoking is strictly prohibited.
- (3) Do any sealing of record room in the presence of the SO.

1.5.2 Varnishing record boards

- (1) First clean each board and smooth with sand paper.
- (2) Paste a blank sheet or paper on the outer side of the board with paste made of wheat flour to which a little copper sulfate (blue stone) has been added to protect the paper from insects.
- (3) After the paste is dry, affix printing slips denoting the department, numbers etc., of the records, to the paper.
- (4) After a similar interval for drying, apply a coating of corn flour gruel all over this side of the Board.
- (5) Leave the board in a place free from dust until the corn flour coating is dry.
- (6) Give a second coat and dry.
- (7) Give a third coat or final coat.

- (8) Finish with paper.
- (9) Varnish diluted with turpentine.
- (10) As soon as the varnish gets dry the boards are ready for use.

1.5.3 Precautions against white-ants and record pests

- (1) Whenever white-ants appear on the walls or floors of the record rooms re-plaster the affected parts with cement.
- (2) Paint teakwood shelves, wooden almirahs and boxes in which records are kept with crude creosote or other suitable insecticide twice a year before and after the rainy season.
- (3) Segregate records affected with insect pests from the rest of the records and fumigate or repair before being restored to their original place.
- (4) Dust and clean records and record shelves regularly and systematically.

1.6 Particulars of records maintained

The following records are kept in the CRB.

- (1) Original proceedings of Government in the Manuscript(Ms) Series
- (2) Originals of proceedings of Government in the Routine(Rt) Series
- (3) Originals of Letters, Demi-officials, Lodged papers other than Confidential 'keep' papers marked 'not to be destroyed', and tour programme of Ministers
- (4) Originals of proceedings of Government in the Routine(Rt) Series issued in GAD


2 HOW TO TRANSFER RECORDS TO CRB

2.1 Cleaning the section space - Role of SO

- (1) Office space is expensive and should not therefore be used to store papers not required for dealing with cases under process.
- (2) Don't unnecessarily detain and accumulate records.
- (3) Don't accumulate record on tables, side racks, and almirahs. Such accumulation makes the section untidy and presents a picture of confusion which will reflect on SO's work.
- (4) It is easy to quickly obtain records from the Central Record Branch than by hunting for them in ill-arranged lots in the section. Delays and waste of time can thus be avoided.
- (5) Unnecessary detention of records with section will deprive other staff of these records when they require them. It will also waste of section staff's time when they send their requisitions for records to SO.
- (6) Records detained in sections are often put up in files other than those which were originally taken out from the CRB and no intimation of transfer is sent to that Branch. This makes it nearly impossible to find out where a Government Order(GO) is put up.
- (7) The most frequent cause of delay by staff in putting up files is the difficulty in locating and obtaining records thus locked up in some unknown file. They waste good deal of their time in going to several departments to enquire about the whereabouts of a record.
- (8) They thus delay not only the pending file for which the record is required and very often put it up in an imperfect fashion, but also delay several other papers as much time had already been wasted in tracing the missing record. This practice is a source of loss of records.

2.2 e-CRB web portal


- (1) The receipts, retrievals and tracking of records in the CRB are handled through a web portal "e-CRB".
- (2) A Single Point of Contact (SPoC) is appointed in each Secretariat Department for handling the receipts and retrievals of records.
- (3) SPoC will login the e-CRB portal with their user name (DDO code) and password.


G.A.D (CRB)
GENERAL ADMINISTRATION DEPARTMENT
— Govt. of Andhra Pradesh —

Please Enter UserName

27001701014

Please Enter Password

LOGIN 

2.3 Deposit fresh disposals

2.3.1 Role of section concerned

- (1) After action on disposal is complete, arrange the original properly, page and enclose in a docket sheet, tied round with a tape or securely tagged. Place photocopies at the beginning of the file of papers on the docket. Papers not properly arranged will be returned by CRB.
- (2) Stitch them in book form.
- (3) Lodge Government Orders communicated by another department without docketing and stitching. Keep such lodged disposals in the CRB and destroy them at the end of the usual period.
- (4) If the records are too bulky to be conveniently stitched, arrange them properly and get them bound in the Government Press, after removing papers of ephemeral interest.
- (5) Don't send loose papers of any kind or books or pamphlets, etc., without the appropriate departmental disposal numbers to the CRB.

- (6) Send the stitched books to the CRB to be put away.
- (7) Use the following wrappers
 Government Orders in the Routine(Rt) series - Pink wrappers
 Government Orders in the Manuscript(Ms) series - Brown wrappers
- (8) In the case of the press originals, retain the final proof of Government Orders and notes passed by superior authority.
- (9) Separate papers of ephemeral nature should be destroyed after a year and transferred to the CRB with a label “to be destroyed on or after”.

2.3.2 Role of CRB

- (1) When new disposals are received in the CRB, sort them and, in the case of Government Orders, note in the “Register of Government Orders received”.
- (2) Maintain a separate register for each year for each department for which there is a separate series of Government Order numbers. Keep the register up-to-date.

2.4 What not to transfer

2.4.1 Role of Section Concerned

- (1) Don’t transfer the following records to CRB
 - (i) which do not come under any of the categories mentioned in this paragraph
 - (ii) which are liable to destruction in the Secretariat Department itself
 - (iii) which are not authorized to be preserved or specially directed by the Secretary
- (2) In determining whether a particular record is ripe for destruction or not, take the date and year of disposal and not the year to which the file relates as the criterion.
- (3) Don’t send lodged papers to CRB. Ex: A List, Current Distribution Register, Periodical Register, Call Book, Transit Register, other Miscellaneous records and all section currents such as tour programmes of Ministers/ Secretaries to Government/ Heads of Departments, etc., Circulars, Miscellaneous papers of General and special interest, Legislative Assembly Agenda, as well as lists of questions put for answer, applications for appointment to posts and other similar papers, which are of ephemeral value only.
- (4) Retain confidential “Keep” papers marked “Not to be destroyed” after scrutiny in sections themselves.

2.5 Deposit of PRs and GO numbering books

2.5.1 Role of section concerned

- (1) Transfer to the CRB, the Personal Registers and Government Order numbering books year wise.
- (2) When originals of a particular year are transferred to the Andhra Pradesh State Archives transfer the registers relating to that year also to that office.

2.6 Deposit of records

- (1) After the SPoC enters e-CRB portal, he will fill the following details relating to the Physical disposal or Electronic disposal.

Secretariat Department	Physical/ Electronic	Tappal/ Disposal	Security	Number	Nature	Subject	File pages			Total pages	Retention Date
							C.F pages	No. of Pages	Extra pages		

- (2) Under the 'Retention Date', the SPoC will set the date till when the record shall be stored in CRB. The following colour code will identify the life span of disposal

- (a) GREEN: Indicates permanent disposal.
- (b) BLUE: Indicates more than 5-10 years life span.
- (c) ORANGE: Indicates more than 3-5 years life span.
- (d) YELLOW: Indicates 1 month - 3 years life span.
- (e) RED: Alert indicator for records whose life span is expiring in the next 30 days.

- (3) After filling the details, the SPoC will submit the details. e-CRB team gets an alert notification soon after. The CRB employee will go to the Secretariat Department concerned. He logs into the CRB portal, prints acknowledgement slip and gives it to SPoC after collecting the physical file.

Acknowledgement

Date/Time : 11/2/2018 7:23:28 PM

Acknowledgement number : 0006510393-2018

Secretariat Department Code : LAW01

File Number : test01

Subject : test

SPOC Employee Name: :

Document Receiver Name : crb admin

Disposal or Tappal : Tappal

Nature : G.O. Rt

No of Pages : CF Pages : 0 ; Extra Pages : 0
NF Pages : 0 ; Tappal Pages : 0

CLOSE

GENERATE & PRINT

(4) The CRB employee will scan the file location, upload and generates the barcode for the file. He sticks the barcode slip on the physical file and stores the physical record in the compactor.



3 HOW TO RETRIEVE RECORDS FROM e-CRB

3.1 Requisition for records

- (1) The requisitioning section will note the file number for which a record is required on requisition and inform the SPoC of the department of the details of the record to be requisitioned.
- (2) The SPoC of the requisitioning department will file an online request in e-CRB portal.
- (3) After a requisition is raised by SPoC, CRB will receive an alert notification as follows.



- (4) Don't issue records of one department without its consent to another department.
- (5) Before an original paper is taken from the records bundle, put a dummy slip duly filled in its place in the bundle. When the paper is restored, delete this entry. Generate and print dummy slip in e-CRB (given below)

Dummy Slip

Request number	: 000610394-2018
File Number	: test01
Nature	: G.O. Rt
No of Pages	: CF Pages : 0 ; Extra Pages : 0 NF Pages : 0 ; Tappal Pages : 0
Secretariat Department Code	: LAW01
SPOC Employee Name	:
Request From	:
Reason for Request	:
Date of Issue	: 11/2/2018 7:31:57 PM
File Retrieved By	: crb admin
Barcode	: 2102LAW01
Location	: Compactor 2/Block 3/Unit 1/layer 3

CLOSE

GENERATE

PRINT

- (6) After receiving the original record SPoC will generate and print an acknowledgement slip (given below).

Acknowledgement

Date/Time : 11/2/2018 7:32:58 PM
Acknowledgement Number : 0004510395-2018
Sec Department Code : LAW01
File or Tappal : Tappal
File Number : test01
Subject : test
Nature : G.O. Rt
No of Pages : CF Pages : 0; Extra Pages : 0
NF Pages : 0; Tappal Pages : 0
Document Received : Sai Venkateswara Rao

CLOSE

GENERATE

PRINT

- (7) In the case of any original Government Order, note the date of issue in pencil at the top corner of the back of the outer sheet of the Government Order supplied. Note the serial number of issue against the date.
- (8) All original papers and volumes issued out of the CRB are available in an e-register called the “Issue Register of Records.”
- (9) Don’t make SPoCs, bringing urgent requisitions, wait for the records.

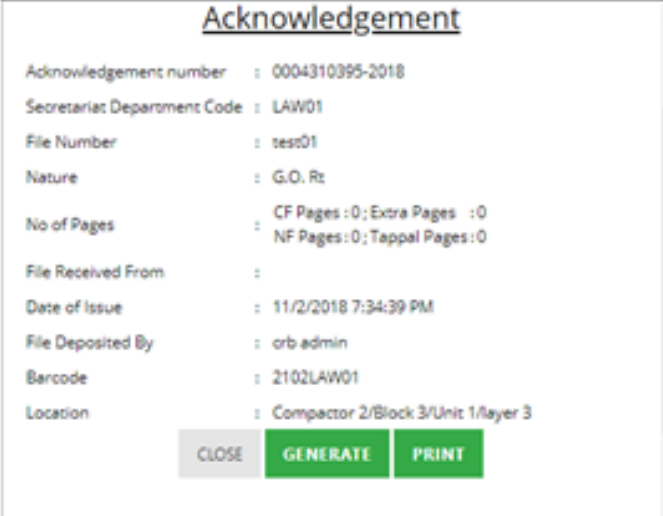
3.2 Access to research students

- (1) To access the Government Orders not available in public domain meet the Librarian of the Secretariat Library.
- (2) Select the required Government Orders from the index of such papers maintained in the Library.
- (3) Obtain the orders from the CRB, through the Librarian.
- (4) Do not take orders out of Library premises
- (5) Hand over the orders to the Librarian who will in turn return them to the CRB.

3.3 How to return records to CRB

3.3.1 Procedure of Return of put away papers

- (1) Put away records which are no longer required in 'put away' trays specially provided for the purpose in the department.
- (2) See that the SPoC collects the put-away papers and returns them regularly and promptly to the Andhra Pradesh State Archives or the Central Record Branch as the case may be.
- (3) Return records relating to the Andhra Pradesh State Archives through the Central Record Branch
- (4) SPoC will click on the return button for returning the physical file to CRB.
- (5) CRB will get an alert notification from SPoC to collect the physical file.
- (6) CRB will check the papers in the file before taking back the file, CRB will receive the physical file back, generate the 'deposit acknowledgment



The screenshot shows a web form titled "Acknowledgement". It contains the following fields and values:

Field	Value
Acknowledgement number	: 0004310395-2018
Secretariat Department Code	: LAW01
File Number	: test01
Nature	: G.O. Rt
No of Pages	: CF Pages : 0; Extra Pages : 0 NF Pages : 0; Tappal Pages : 0
File Received From	:
Date of Issue	: 11/2/2018 7:34:39 PM
File Deposited By	: crb admin
Barcode	: 2102LAW01
Location	: Compactor 2/Block 3/Unit 1/layer 3

At the bottom of the form, there are three buttons: "CLOSE" (grey), "GENERATE" (green), and "PRINT" (green).

- (7) "Record Issue Register" will get automatically updated.
- (8) CRB will restore the record to its proper place without delay.

3.3.2 Return of papers to CRB

- (1) Sections should return to the CRB records taken out from it as soon as they are done with.

- (2) MLO/AS should inspect table, side racks, etc., of sections, every Friday to have the records sent away to the Record room/ CRB and to see that the office space is clear of papers.
- (3) Obtain every Friday, from each Section certificate that all final disposals due for consignment to the Records Branch are sent .

4 LIFE SPAN

4.1 Retention Date

- (1) An alert will be generated for all records in e-CRB within 30 days of expiry of their life span.
- (2) Each department will instruct its SPoC to either update the retention date or archive or destroy the record.
- (3) CRB, based on the decision of the department, will either extend the life span (retention date) or archive or destroy the record.
- (4) If archive option is selected, CRB will click on the Archive button and generate the acknowledgement. Then State Archives will collect the file from CRB under acknowledgement (see below).



A.P. General Administration Department

Archive Acknowledgement

Acknowledgement number	: 0005510396-2018
Secretariat Department Code	: LAW01
File Number or Tappal	: Tappal
File Number	: 1test
Subject	: test
No of Pages	: CF Pages : 0 ; Extra Pages : 0 NF Pages : 0 ; Tappal Pages : 0
File Archived By	: crb admin

CLOSE ARCHIVE PRINT

4.2 How to track records to be returned

4.2.1 Role of CRB

- (1) Every month mail to each department the list of all original papers furnished by the CRB six months previously but not returned to the CRB.
- (2) Whenever it appears that this delay in the return of records is not properly accounted for bring the matter to the notice of the AS of General Administration Department.

- (3) Furnish a list of new Government Orders numbered two weeks previously but not received in the records to the departments every fortnight.
- (4) Generate all such reminders in 'Record Issue Register'.

4.2.2 Role of Section concerned

- (1) When reminders from the CRB are received in the section, see that a search is made for the records in question and see that the records that can be released to the CRB are released.
- (2) Whenever it is not possible to release and return a record which is still required for reference, send an e-mail for making renewal entries in 'Records Issue Register' and Dummy slips.

4.3 Tracing of missing originals

4.3.1 Role of CRB

- (1) Whenever an original paper is not found and there is no dummy slip accounting for its absence or when the entries in the form do not sufficiently account for its absence, immediately bring the fact to the notice of the CRB in-charge.
- (2) Send a note to the section concerned in order that a search may be made for it and the paper returned to the records.
- (3) Make a thorough search in all blocks in the CRB itself before a report is sent to the section concerned.
- (4) CRB in-charge is responsible for any record found missing after its receipt in the Branch.
- (5) Records issued to departments should be supported by -
 - (i) requisition slip duly acknowledged;
 - (ii) entry in the issue register: and
 - (iii) dummy slip in the bundle

4.3.2 Role of Section Concerned

- (1) The section concerned is held responsible for any record found missing after it is issued to them and acknowledgment obtained.
- (2) Whenever a record is found missing, send a report at once to the AS and make a weekly report about the progress made in tracing it until it is actually traced.

4.4 Register of proceedings, volumes, index, etc.,

4.4.1 Role of CRB

- (1) Maintain a register in each block of the CRB in which shall be noted the volumes of proceedings.
- (2) The register shall also show the number of record bundles and miscellaneous records, if any, other than those specified in <ref section- Particulars of records maintained.

5 DESTRUCTION

5.1 Procedure of destruction

5.1.1 Role of CRB

- (1) Do the periodical destruction of records after the period of retention prescribed in Record Management of SOM series for each category of records is over.
- (2) The period of retention will exclude the year of disposal and the year of destruction. The records which are ripe for destruction shall be reviewed before they are destroyed.
- (3) Soon after the end of every year and before the annual transfer of records to the Andhra Pradesh State Archives.
- (4) Send the records and registers due for destruction to the section concerned.
- (5) Obtain acknowledgement of the receipt of the bundles by the section.
- (6) Carryout the destruction of records and registers under the direction of CRB in-charge.
- (7) Certify to the AS, General Administration Department concerned that the destruction has been completed.
- (8) CRB is responsible for seeing that the destruction of records is regularly carried out.
- (9) submit a report to the AS, General Administration Department on the matter and bring to the notice cases in which bundles, if any, sent to a SO for scrutiny before destruction have not been returned.

5.1.2 Role of Department concerned

- (1) Scrutinize the records and registers so sent by the CRB and return to records so scrutinized for destruction to CRB along with a list and certificates as required in next section.

5.2 Before destruction

5.2.1 Role of CRB

- (1) Separate the docket sheets which are in good condition from the records and pass on to the departments for being used again after scoring out neatly or pasting over, the original ink entries;

- (2) Remove such of the sheets in such records as are written on one side only and give to departments for being used as rough slips by SO/ASOs; and
- (3) Remove the dummy slips in these record bundles which are not fully written up and use again in the CRB with necessary alterations in the entries made on them.

5.2.2 Manner of destruction

- (1) Tear into small bits each sheet of the records, books and papers to be destroyed and then send to the waste paper room.

5.3 Register of records destroyed

5.3.1 Role of Department concerned

- (1) Scrutinise the records due for destruction.
- (2) Prepare a list of records actually destroyed in duplicate and certify as follows. “The Records are fit for destruction and do not deserve to be retained further”
- (3) Retain one copy of the above list in the department and deposit another copy with the CRB under the personal custody of the Record Assistant.

6 TRANSFER TO AP STATE ARCHIVES

6.1 Transfer of confidential records

- (1) Transfer of papers to State Archives is governed by instruction in 'Security Classified Papers' of Secretariat Office Manual.
- (2) The following rules regulate the annual transfer of Secretariat Records to the Andhra Pradesh State Archives.

6.2 Records to be deposited

6.2.1 Role of CRB

- (1) Deposit annually with the Andhra Pradesh State Archives the following records of the fifth year previous.
 - (i) Originals of Proceedings in the Manuscript(Ms) Series.
 - (ii) Four copies of the Indices of all Departments of Secretariat.
- (2) Deposit annually with the Andhra Pradesh State Archives the originals of Freedom Fighter Pension Orders of the third year previous.
- (3) Sort and arrange
 - (i) Before transferring the records, examine them in accordance with rules in force.
 - (ii) Remove every paper not worthy of preservation.

6.2.2 Role of Director, Andhra Pradesh State Archives

- (1) Return records for rearrangement and reject records, the preservation of which is neither authorized nor specially directed by a Secretary to Government.
- (2) Destroy the originals of Freedom Fighters' Pension Orders at the end of thirty years from the year to which they relate.

6.3 Records retained for preservation

6.3.1 Role of section concerned

- (1) File the originals in a series of bundles, each according to date.
- (2) File the printed copies in a separate series of bundles, the copies of each paper being kept together.

6.3.2 Role of CRB

- (1) Place slips in the appropriate position in the bundle to represent files which are at issue, but which will be sent direct to the Andhra Pradesh State Archives when no longer required for reference.
- (2) Such files are known as 'slip' records. If files are withheld from deposit because they are missing or confidential, they will not be represented by slips in the bundle.
- (3) Complete the bundle by placing the files between wooden boards and tying them with tapes.
- (4) Affix a printed label to the upper board indicating the department, the nature of records and the first and last numbers and dates of the bundle.
- (5) Protect the label by the special process of varnishing in use in the Record Office.
- (6) Bind all registers transferred to the Andhra Pradesh State Archives properly.
- (7) Label maps, plans and similar papers connected with proceedings with the numbers and dates of the orders to which they appertain.
- (8) Where possible, stitch with the proceedings, one copy or set with the original order, and the others with the copies of the order.
- (9) Forward title-deeds and other important documents in sealed covers to the Director of the Andhra Pradesh State Archives.
- (10) Issue a notice of transfer of the records.
- (11) Transfer the records in CRB to the Andhra Pradesh State Archives within a period of six months commencing from the month of April in each year.

6.4 Covering lists

6.4.1 Role of CRB

- (1) Send the records in each series from the CRB for deposit to the Andhra Pradesh State Archives accompanied by a covering list, known as the "bundle deposit list", which will show the nature of the series and the first and last numbers of each bundle.
- (2) The bundle deposit list should be accompanied by a "deposit supplement" which will give the numbers of all records which are not sent with the initial deposit.

- (3) Indicate records which are not included in the first deposit at the Andhra Pradesh State Archives because they are still at issue for reference, but which will be deposited as soon as they are no longer wanted for reference, in the deposit supplement by the word 'slip'.
- (4) Mark other items not to be deposited 'Confidential' or 'Wanting' if they have been destroyed or lost.
- (5) Certify these lists to be correct and add a declaration to the effect that all papers not worthy of preservation have been excluded.
- (6) Dispatch records.
- (7) Entrust the bundles sent for deposit to a reliable Record Assistant.
- (8) When you deposit bundles or records with the AP State Archives inform the Departments of the Secretariat concerned.
- (9) Don't send confidential records other than orders in manuscript series and routine series, memoranda, letters etc., which are marked "Not to be destroyed" after scrutiny for destruction to Andhra Pradesh State Archives.

6.4.2 Role of Referencer, AP State Archives

- (1) Issue a receipt for the bundles immediately, on checking the entries in their labels with the bundle deposit list.
- (2) As soon as possible, check the Records in each bundle with the bundle deposit list and deposit supplement.

6.4.3 Role of Director, AP State Archives

- (1) Furnish receipt for the records contained in the bundles to the CRB within one month.

6.5 Slip records

6.5.1 Role of section concerned

- (1) If you hold a slip record for reference, send them direct to the Andhra Pradesh State Archives through the OP/ Tappal Section of your Department.
- (2) Send them accompanied by a covering list in duplicate signed by section staff.
- (3) In the absence of a receipt from the Andhra Pradesh State Archives, you will be held responsible for the loss of such records.

6.5.2 Role of Referencer, AP State Archives

- (1) File one copy in an annual file and return the other duly receipted to the department concerned.
- (2) On receiving slip records for the first time, indicate the fact of receipt in your supplement to the bundle deposit list by scoring through the word “slip” noted against the number of the record under your initials and date.
- (3) Carefully preserve the bundle deposit lists and deposit supplements binding them in card-board covers when the file becomes sufficiently thick.

6.6 Records in Andhra Pradesh State Archives

6.6.1 Role of section concerned

- (1) Obtain records from the Andhra Pradesh State Archives by telephone requisitions or by sending the requisition slips through the OP/ Tappal section of the Department or in a special cases by sending the slip through a special messenger of the department concerned.

6.6.2 Role of Andhra Pradesh State Archives

- (1) Depute a Record Assistant of the Andhra Pradesh State Archives on all working days to the CRB.
- (2) Contact the OP/Tappal section of the Departments of Secretariat concerned and handover the records or replies to the assistant attached to the OP Section of the respective Department.
- (3) Collect together all such acknowledgements of the Departments of Secretariat daily and hand them over to the Andhra Pradesh State Archives.
- (4) Treat the records furnished to the Departments of Secretariat in response to the requisition as ‘retransfer’ to the Department of Secretariat.
- (5) Draw a ‘Re-transfer list’ for each department separately in quadruplicate on behalf of the Interim Repository (Andhra Pradesh State Archives).
- (6) Furnish the records with three copies of ‘retransfer list’ to the OP/ Tappal section of the respective Department of Secretariat.
- (7) The records retransferred to the Interim Repository (Andhra Pradesh State Archives) by the Departments of Secretariat will be duly restored in Interim Repository (Andhra Pradesh State Archives) in the bundles of the year to which they belong.

6.6.3 Role of OP/ Tappal section

- (1) Acknowledge at once, the endorsements received from Andhra Pradesh State Archives along with the records supplied.
- (2) Return the first copy of the 'Daily retransfer list' to the Andhra Pradesh State Archives with acknowledgement.
- (3) Furnish the records to the section concerned along with a copy of the 'Daily retransfer list' after obtaining acknowledgement in the other copy.
- (4) Return the records to the Interim Repository (Andhra Pradesh State Archives), following the procedure prescribed for 'Transfer of records' excepting that it may be done on a day-to-day basis as usual.



- Introductory
- Inward
- Outward
- Decision Making
- Office procedure

GENERAL ADMINISTRATION DEPARTMENT
GOVERNMENT OF ANDHRA PRADESH

